

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1201

FLSA: Non-Exempt

CLASSIFICATION TITLE: SECRETARY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform secretarial, clerical, and administrative tasks in support of assigned department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Answers telephones and provides information, takes/relays messages, or directs calls as appropriate; responds to public inquiries/problems by phone or in person; may also monitor and relay messages and orders using a two-way radio or other electronic system.

Assists the general public with department services; provides copies of documents to general public on request; reviews applications and determines eligibility; issues permits.

Composes, types, proofreads, copies, prints, files, posts, logs, and/or transmits conventional and electronic correspondence, reports, charts, forms, ordinances/resolutions, legal documents, statements, warrants, affidavits, lists, bids, notices, purchase orders, work orders, and/or related documentation; maintains and updates related files; takes dictation and transcribes correspondence; transcribes tapes; disposes of materials and records.

Opens, sorts and distributes mail; receives and distributes paperwork and facsimiles; prepares outgoing mail, facsimiles, and parcels.

Processes requests, changes, updates, reports, applications, tests, licenses, permits, tickets, violations, citations, specifications, certifications, new services/projects, service/project cancellations, inspections, or other related department functions; places advertisements or notices with newspapers or trade publications; transmits news releases.

Assembles and prepares department reports; monitors and processes all required certifications and renewals as required for the department; coordinates with other department or government agencies in department functions.

Makes contacts and phones calls for department managers.

Schedules meetings, hearings, appointments, reservations, interviews, and examinations; prepares, maintains and updates calendar; notifies personnel of schedules; makes travel arrangements; assists personnel in preparing expense reports.

Prepares meeting agenda packages, materials, and refreshments; provides support services for meetings/hearings; notifies appropriate individuals and groups of meeting dates, times, and purposes; schedules and prepares meeting rooms; takes and prepares minutes and monitors attendance; makes preparations for special department social and professional functions.

Processes and reviews invoices for payment; accepts payments and issues receipts; prepares and delivers deposits as required; may pay invoices.

Prepares and/or audits budget reports/projections and monitors balances; may provide recommendations for budget appropriations; may monitor and reconcile ledgers and accounts.

Organizes, maintains, and updates filing system; retrieves files; receives, reviews, verifies, and processes data; enters a variety of data into spreadsheets/data bases or programs; researches and gathers data, including codes, ordinances, maps, zonings, and related information.

Calculates, prepares, reviews, adjusts, and processes payroll, payroll reports, and related items; prints time sheets; maintains vacation and leave records; processes and maintains employee data and records; assists employees with personnel issues.

Coordinates workshops, training, or other special projects as assigned.

Maintains department supplies; requisitions maintenance for department equipment; reviews products for department use and makes recommendations; obtains price quotes for department equipment, uniforms, and supplies; places, receives and processes orders; prepares, audits, and codes purchase orders; arranges for deliveries, distribution, and installation of materials and supplies.

May also supervise, direct, and evaluate assigned staff, processing employee/intern concerns and problems, directing work, counseling, disciplining, and completing performance appraisals.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving utilization of word processing software, with clerical or secretary work preferred; or any equivalent combination of education,

training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.